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ABSTRACT

Supporting performance objective 36 of the V TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on preparing employer's quarterly federal tax returns are included in this packet, which is one in a series. The student materials include information concerning income tax withholdings and the employer's FICA tax liability, the federal tax deposits (Form 501) for the period, the employer's quarterly tax return (Form 941), and instructions for preparing the employer's quarterly tax return. The instructor's manual includes teaching instructions, tax forms, and answer keys. (BM)

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ED155458

PREPARATION OF EMPLOYER'S QUARTERLY FEDERAL TAX RETURN

STUDENT'S MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 36 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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STUDENT MATERIALS
PREPARATION OF EMPLOYER'S
QUARTERLY FEDERAL TAX RETURN

INTRODUCTION

Any business that employs workers is required by law to prepare a quarterly tax return (Form 941).

You may find that once you are on the job, the task of preparing your employer's quarterly federal tax return might be your responsibility. Therefore, to make sure that you can prepare the tax return, this exercise will give you experience in performing this task.

On the next page is a list of wages earned by the employees of Gaffney Dyers, Incorporated during the first quarter of 19––. Also included are each employee's social security number and the amount withheld from each salary for income tax during the quarter. Gaffney Dyers, Incorporated, made several deposits during this quarter to the First Federal Bank of Gaffney for amounts they had deducted from their employees' paychecks for federal income tax and FICA tax. A list of these deposits is shown on the next page.

PERFORMANCE OBJECTIVE

Given total wages, income tax withheld, the employer's FICA tax liability, the federal tax deposits (Form 501) for the period, and the employer's quarterly tax return (Form 941), prepare the employer's quarterly tax return with 100% accuracy on numerical data and in compliance with the law.

INSTRUCTIONS

Listed below is the information necessary for preparing the employer's federal quarterly tax return for the first quarter 19––.

Social Security Number	Employee Name	Wages Subject to FICA taxes	Income Tax Withheld
642-86-1305	Allison, Keith J.	1,382.64	67.60
381-73-7092	Bagwell, Marvin C.	2,084.55	172.90
965-22-3684	Byers, Daniel W.	3,872.66	448.50
892-54-3281	Davis, Roy J.	4,500.00	582.40
284-63-6943	Ellis, Max W.	3,684.21	527.80
371-82-8930	Hopper, Guy S.	2,986.45	325.00
842-91-6586	Motts, John D.	2,761.56	265.20
656-74-2459	Osment, Marie A.	2,998.46	315.90
286-36-2963	Parker, Henry T.	4,000.00	438.10
134-28-4822	Scates, Leonard C.	3,865.26	560.30
329-33-9178	Turner, Marshall A.	4,892.45	679.90
817-49-2680	Watkins, Linda P.	2,896.55	357.50

Tax Liability for the Quarter:

January	1st through 7th day	724.02
	8th through 15th day	724.02
	16th through 22nd day	724.03
	23d through last day	1,448.05
February	1st through 7th day	724.02
	8th through 15th day	724.03
	16th through 22nd day	724.02
March	1st through 7th day	724.02
	8th through 15th day	1,448.05
	16th through 22nd day	724.02
	23d through last day	724.02

Tax deposits made to the First Federal Bank of Gaffney during the quarter:

January 25	2,172.07
February 10	2,172.07
March 4	2,172.07
March 25	2,172.07
April 18 (Final Deposit)	724.02

NOTE: The use of an adding machine or calculator is advisable in performing this task, as there are several computations necessary to complete the employer's quarterly report.

Turn to the next page for instructions in completing the federal quarterly tax return.

INSTRUCTIONS FOR THE PREPARATION OF EMPLOYER'S FEDERAL QUARTERLY TAX REPORT

1. Remove blank form (941) from this packet.

2. Insert a sheet of carbon paper between the pages so you will have a copy of the report for your files. The report should be either typewritten or written in ink.

3. Using the information on the bottom half of the instruction sheet, page 2, complete Schedule B on the back of the form. Make sure your carbon is inserted correctly.

4. Turn to the front of the form and complete the following information:

   Blank 1 – Fill in the number of pages in the report. (Do not count the carbon copy)

   Blank 2 – Insert the number of employees you are reporting.

   Blank 3 – All employees you are reporting were working on March 12.

5. In Section 4 you list employee's social security number, name, and the amount of wages he or she earned during the quarter that are subject to FICA taxes. Remember only the first $15,300 of each year's earnings is taxed for FICA. This will present no problem during the first quarter, but in future quarters employees whose earnings for the year exceed $15,300 no longer have their wages listed on the quarterly report. Because of this it is very important that a cumulative record be kept on each employee, so it is known when to stop listing his or her wages for FICA tax.

6. Obtain a total of FICA taxable wages and record it at the bottom of the column and in blank eight.

7. Blank nine is used to record wages received from tips that are subject to FICA taxes. Since none of the employees earned tips, no information is recorded here.

8. In the area between questions 9 and 10 insert the following information: (Be sure to insert it in both sections)

Date quarter ended	March 31, 19––
President of firm	William Jackson Ritter
Name and address of firm	Gaffney Dyers, Incorporated Limestone Boulevard Gaffney, SC 29340
Federal Employer Identification Number	57-0536837

9. Add the amounts in blanks 8 and 9 to obtain the figure to be recorded in blank 10.

10. Refer to the data sheet for the information to be entered in blank 11. It will be necessary for you to add the income tax withheld from each salary.

11. The information for blank 13 is a total of the items in blanks 11 and 12.

12. The information for blank fourteen is obtained by multiplying the FICA tax rate of 11.7% and the taxable wages earned during the quarter. (5.85% of this tax is withheld from the employee's pay and the other 5.85% is paid by the employer.)

13. The information for blank 16 is obtained by adding the items in blanks 14 and 15.

14. If there are adjustments, record these in blank 17.

15. The final total of FICA taxes is placed in blank 18. This is a total of blanks 14 and 15, less any adjustments recorded in blank 17.

16. The information for blank 19 is a total of FICA taxes in blank 18 and the income tax withheld in blank 13.

17. In blank 20 record the total deposits for taxes you made during the quarter. This information comes from Schedule B on the back of the form.

18. In blank 21 record any taxes that are still owed. If there is a difference between blank 19 and blank 20, you either owe taxes or have paid more than was due. When the amount you owe is greater than the deposits you have made, additional taxes are owed. If the deposits were greater than the tax liability, you are entitled to either a credit or a refund.

19. If you have overpaid your taxes, the amount that appears in blank 22 is the amount you can receive as a refund or a credit that can be applied toward your next quarter's liability.

20. In blank 23 you inform the Internal Revenue Service if you will not have any tax liability during the next quarter. This is necessary in determining whether to send you forms for the next quarter. If you are no longer liable for reporting taxes, no additonal forms will be sent.

21. The last information entered on the form is the date of preparation, the signature and title of the person authorized to sign tax reports. Your instructor has the authorization to sign the quarterly report. Take your completed reports to your teacher for evaluation and signing.

Please remove this strip at perforation before mailing.

Form 941
(Rev. April 1976)
Department of the Treasury
Internal Revenue Service

Employer's Quarterly Federal Tax Return

Schedule A—Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act—FOR SOCIAL SECURITY

List for each nonagricultural employee the WAGES taxable under the FICA which were paid during the quarter. If you pay an employee more than $15,300 in a calendar year, report only the first $15,300 of such wages. In the case of "Tip Income," see instructions on page 4. IF WAGES WERE NOT TAXABLE UNDER THE FICA, MAKE NO ENTRIES IN ITEMS 1 THROUGH 9 AND 14 THROUGH 18.

SSA Use Only

F ☐ 2 ☐ U ☐ E ☐
S ☐ 1 ☐ L ☐ T ☐
X ☐ 0 ☐ V ☐ A ☐

1. Total pages of this return including this page and any pages of Form 941a ▶

2. Total number of employees listed ▶

3. (First quarter only) Number of employees (except household) employed in the pay period including March 12th ▶

4. EMPLOYEE'S SOCIAL SECURITY NUMBER	5. NAME OF EMPLOYEE (Please type or print)	6. TAXABLE FICA WAGES Paid to Employee in Quarter (Before Deductions) Dollars	Cents	7. TAXABLE TIPS REPORTED (See page 4) Dollars	Cents
000 00 0000					

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.

Totals for this page—Wage total in column 6 and tip total in column 7 ⟶

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. $

(Total of column 6 on this page and continuation sheets. Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. $

(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

Employer's name, address, employer identification number, and calendar quarter. (If not correct, please change)

Name (as distinguished from trade name) — Date quarter ended

Trade name, if any — Employer Identification No.

Address and ZIP code

.....Entries must be made both above and below this line; if address different from previous return, check here ☐.....

Name (as distinguished from trade name) — Date quarter ended

Trade name, if any — Employer Identification No.

Address and ZIP code

T	FP
FF	I
FD	TOT

10. Total Wages And Tips Subject to Withholding Plus Other Compensation . . . . . ⟶	
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See Instructions)	
12. Adjustment For Preceding Quarters Of Calendar Year	
13. Adjusted Total Of Income Tax Withheld . . . . . ⟶	

Please remove this strip at perforation before mailing.

Please remove this strip at perforation before mailing.

Please remove

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.

Totals for this page—Wage total in column 6 and tip total in column 7 ⟶

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. $ _____

(Total of column 6 on this page and continuation sheets.) Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. $ _____

(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

Employer's name, address, employer identification number, and calendar quarter. (If not correct, please change)

Name (as distinguished from trade name) — Date quarter ended

Trade name, if any — Employer Identification No.

Address and ZIP code

Entries must be made both above and below this line; if address different from previous return, check here ☐

Name (as distinguished from trade name) — Date quarter ended

Trade name, if any — Employer Identification No.

Address and ZIP code

T	FP
FF	I
FD	TOT

10. Total Wages And Tips Subject to Withholding Plus Other Compensation . . . . . ⟶		
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See instructions)		
12. Adjustment For Preceding Quarters Of Calendar Year		
13. Adjusted Total Of Income Tax Withheld . . . . . ⟶		
14. Taxable FICA Wages Paid (Item 8) . . $ ..... multiplied by 11.7% — TAX		
15. Taxable Tips Reported (Item 9) . . . $ ..... multiplied by 5.85% — TAX		
16. Total FICA Taxes (Item 14 plus Item 15) . . . . . ⟶		
17. Adjustment (See instructions)		
18. Adjusted Total Of FICA Taxes . . . . . ⟶		
19. Total Taxes (Item 13 plus Item 18)		
20. TOTAL DEPOSITS FOR QUARTER (INCLUDING FINAL DEPOSIT MADE FOR QUARTER) AND OVERPAYMENT FROM PREVIOUS QUARTER LISTED IN SCHEDULE B (See instructions on page 4)		
Note: If undeposited taxes at the end of the quarter are $200 or more, the full amount must be deposited with an authorized commercial bank or a Federal Reserve bank in accordance with instructions on the reverse of the Federal tax deposit form. This deposit must be entered in Schedule B and included in item 20.		
21. Undeposited Taxes Due (Item 19 Less Item 20—This Should Be Less Than $200). Pay To Internal Revenue Service And Enter Here . . . . . ⟶		
22. If Item 20 is More Than Item 19, Enter Excess Here ▶ $	And Check If You Want It ☐ Applied to Next Return, Or ☐ Refunded.	
23. If not liable for returns in the future, write "FINAL" (See Instructions) ▶	Date final wages paid ▶	

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.

Date _____ Signature _____ Title (Owner, etc.) _____

Form 941 (4-76)

9 General Instructions

Circular E, Employer's Tax Guide, explains the rules for withholding, paying, depositing, and reporting Federal income tax, social security (FICA) taxes, and Federal unemployment tax.

Special instructions for agricultural and household employers are given below.

Circular E, as well as Circular A, Agricultural Employer's Tax Guide, may be obtained free from any Internal Revenue office.

Purpose of Form 941.—This form combines the reporting of income tax withheld from wages, tips, annuities, supplemental unemployment compensation benefits, and taxes under the Federal Insurance Contributions Act (FICA). If you have only one of these taxes to report, fill in only the applicable portions.

NOTE.—State and local government employers should use Form 941E to report income tax withheld but should send social security payments and reports to appropriate State officials.

Form 941E is also prescribed for tax-exempt organizations, certain payers of annuities, and employers who pay supplemental unemployment compensation benefits but who do not report social security taxes to Internal Revenue.

Who must file.—If you have one or more employees, you must file a return for the first quarter in which you are required to withhold income tax, or in which you pay wages subject to social security tax, and for each quarter thereafter.

If you temporarily discontinue paying wages (for example, seasonal activities), you must still file returns. If you no longer expect to pay wages subject to any of the taxes reportable on this form, you must file a "Final" return.

Once you have filed a return, a preaddressed Form 941 will be sent to you every three months. If the form fails to reach you, request one in time to file.

Sale or transfer of business.—If a business is sold or transferred by one employer to another, each must file a separate return. But neither should report wages paid by the other. Such a transfer occurs, for example, if a sole proprietor forms a partnership or a corporation.

If there has been a change of ownership or other transfer of the business during the quarter, attach a statement showing the name of the present owner; whether the present owner is an individual, a partnership, or a corporation; the nature of the change or transfer; and its date.

When a statutory merger or consolidation occurs, the obligation of the continuing corporation to file a Form 941 and report wages is the same as if the continuing and dissolved corporations constituted one person.

When to file.—A return must be filed for each quarter of the calendar year, as follows:

Quarter covered	Quarter ending	Due on or before
January, February, March	March 31	April 30
April, May, June	June 30	July 31
July, August, September	September 30	October 31
October, November, December	December 31	January 31

However, if the return shows timely deposits (Form 501) in full payment of the taxes due for the entire quarter, the return may be filed on or before the tenth day of the second month following the quarter.

Where to file.

If your legal residence, principal place of business, office, or agency is located in ▼ | Use this address ▼

If your legal residence, principal place of business, office, or agency is located in ▼	Use this address ▼
New Jersey, New York City and counties of Nassau, Rockland, Suffolk, and Westchester	Internal Revenue Service Center 1040 Waverly Avenue Holtsville, N.Y. 11799
New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Internal Revenue Service Center 310 Lowell Street Andover, Mass. 01812
District of Columbia, Delaware, Maryland, Pennsylvania	Internal Revenue Service Center 11601 Roosevelt Boulevard Philadelphia, Pa. 19155
Alabama, Florida, Georgia, Mississippi, South Carolina	Internal Revenue Service Center 4800 Buford Highway Chamblee, Georgia 30006
Michigan, Ohio	Internal Revenue Service Center Cincinnati, Ohio 45298
Arkansas, Kansas, Louisiana, New Mexico, Oklahoma, Texas	Internal Revenue Service Center 3651 S. Interregional Hwy. Austin, Texas 78740
Alaska, Arizona, Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	Internal Revenue Service Center 1160 West 1200 South St. Ogden, Utah 84201
Illinois, Iowa, Missouri, Wisconsin	Internal Revenue Service Center 2306 E. Bannister Road Kansas City, Mo. 64170
California, Hawaii	Internal Revenue Service Center 5045 East Butler Avenue Fresno, California 93888
Indiana, Kentucky, North Carolina, Tennessee, Virginia, West Virginia	Internal Revenue Service Center 3131 Democrat Road Memphis, Tenn. 38110

If you have no legal residence or principal place of business in any Internal Revenue district, file with the Internal Revenue Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pa. 19155.

Employer identification number, name, and address.—Use the preaddressed Form 941 mailed to you. If you lose it, request another. If you must use a nonpreaddressed form, enter your employer identification number and name exactly as shown on your previous returns, and the last date of the quarter for which the return is filed. Do not use the identification number assigned to a prior owner.

If you do not have an employer identification number, apply for one on Form SS-4, available from any Internal Revenue Service district office or Social Security Administration office.

Penalties and interest.—The law provides penalties for filing a return late, paying taxes late, or for making deposits late, unless reasonable cause is shown for the delay. If you are late in doing any of these, attach an explanation to your return.

There are also penalties for filing false or fraudulent returns, submitting bad checks, and willfully failing to collect and pay tax, furnish statements to employees, keep records and file returns.

In certain cases, an officer or responsible employee of a corporation or a member or employee of a partnership may become liable for payment of the withheld portion of these taxes.

Interest will be charged on unpaid taxes as provided by the Internal Revenue Code.

The rate of interest was decreased from 9% to 7% effective February 1, 1976, and applies to balances outstanding on such date or arising thereafter.

FORMS W-2, W-2P, 1099R, AND W-3

On or before February 28, or when filing a final return on Form 941 if you make final payments before the end of the year, send Copy A of all Forms W-2, W-2P, and 1099R, issued for the year with a Form W-3 to the Internal Revenue Service Center where you file Forms 941. You may furnish magnetic tape reports of Forms W-2, W-2P, and 1099R. See Revenue Procedure 75-20 available from any Internal Revenue Service Center or district office.

Form W-3 is now included in Publication 393 which will be mailed to you. If you file a final return before the end of the year, request Form W-3 from your District Director. Instructions for filing are included with that form.

Statements must be furnished to employees by January 31, if at the close of the year the employee is in your employ. If employment is terminated before December 31, the statements should be furnished within 30 days after the last payment of wages.

AGRICULTURAL AND HOUSEHOLD EMPLOYERS

Income tax withholding.—If your employee requests and you agree that Federal income tax be withheld from the remuneration, you must withhold the proper amount from each payment based on the information the employee furnishes on Form W-4. Otherwise, income tax does not have to be withheld. Cash paid to such employees may be taxable for FICA purposes.

Agricultural employers.—Do not report agricultural wages on Form 941. Obtain a copy of Circular A from Internal Revenue and ask to have your name placed on the mailing list to receive Form 943, "Employer's Annual Tax Return for Agricultural Employees." Household employees in a private home on a farm operated for profit are agricultural employees.

Household employers.—FICA taxes apply in the case of each employee to whom you pay cash wages of $50 or more in a quarter for domestic service in your private (nonfarm) home. If you file Form 941 for business employees, you may include household employees on this form. Otherwise, report them on Form 942.

If you report both business and household employees on Form 941, identify the household employees as such in Schedule A by grouping them under a heading "Household,"

(Instructions continued on page 4)

Schedule B must be used by employers required to make deposits of taxes reportable on this return. List deposits in Schedule B and show the total in item 20 on page 1. Completion of all three columns will avoid proposed penalty notices.

In Column A, list your tax liability for each quarter-monthly period in which a payday occurs. If your total taxes are less than $2,000 for any month, list the amount of your liability for that month on the "total" line for that month.

If you made more than one deposit for a period, attach a statement showing the amount and date of each deposit.

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:		A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter				
First month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
1 First month total	1			

ment compensation benefits but who do not report social security taxes to Internal Revenue.

Who must file.—If you have one or more employees, you must file a return for the first quarter in which you are required to withhold income tax, or in which you pay wages subject to social security tax, and for each quarter thereafter.

If you temporarily discontinue paying wages (for example, seasonal activities), you must still file returns. If you no longer expect to pay wages subject to any of the taxes reportable on this form, you must file a "Final" return.

Once you have filed a return, a preaddressed Form 941 will be sent to you every three months. If the form fails to reach you, request one in time to file.

Sale or transfer of business.—If a business is sold or transferred by one employer to another, each must file a separate return. But neither should report wages paid by the other. Such a transfer occurs, for example, if a sole proprietor forms a partnership or a corporation.

If there has been a change of ownership or other transfer of the business during the quarter, attach a statement showing the name of the present owner; whether the present owner is an individual, a partnership, or a corporation; the nature of the change or transfer; and its date.

When a statutory merger or consolidation occurs, the obligation of the continuing corporation to file a Form 941 and report wages is the same as if the continuing and dissolved corporations constituted one person.

When to file.—A return must be filed for each quarter of the calendar year, as follows:

Quarter covered	Quarter ending	Due on or before
January, February, March	March 31	April 30
April, May, June	June 30	July 31
July, August, September	September 30	October 31
October, November, December	December 31	January 31

However, if the return shows timely deposits (Form 501) in full payment of the taxes due for the entire quarter, the return may be filed

Arkansas, Kansas, Louisiana, New Mexico, Oklahoma, Texas	Internal Revenue Service Center 3651 S. Interregional Hwy. Austin, Texas 78740
Alaska, Arizona, Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	Internal Revenue Service Center 1160 West 1200 South St. Ogden, Utah 84201
Illinois, Iowa, Missouri, Wisconsin	Internal Revenue Service Center 2306 E. Bannister Road Kansas City, Mo. 64170
California, Hawaii	Internal Revenue Service Center 5045 East Butler Avenue Fresno, California 93888
Indiana, Kentucky, North Carolina, Tennessee, Virginia, West Virginia	Internal Revenue Service Center 3131 Democrat Road Memphis, Tenn. 38110

If you have no legal residence or principal place of business in any Internal Revenue district, file with the Internal Revenue Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pa. 19155.

Employer identification number, name, and address.—Use the preaddressed Form 941 mailed to you. If you lose it, request another. If you must use a nonpreaddressed form, enter your employer identification number and name exactly as shown on your previous returns, and the last date of the quarter for which the return is filed. Do not use the identification number assigned to a prior owner.

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If you report both business and household employees on Form 941, identify the household employees as such in Schedule A by grouping them under a heading "Household."

(Instructions continued on page 4)

Schedule B must be used by employers required to make deposits of taxes reportable on this return. List deposits in Schedule B and show the total in item 20 on page 1. Completion of all three columns will avoid proposed penalty notices.

In Column A, list your tax liability for each quarter-monthly period in which a payday occurs. If your total taxes are less than $2,000 for any month, list the amount of your liability for that month on the "total" line for that month.

If you made more than one deposit for a period, attach a statement showing the amount and date of each deposit.

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:		A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter				
First month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
1 First month total	1			
Second month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
2 Second month total	2			
Third month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
3 Third month total	3			
4 Total for quarter (total of items 1, 2, and 3)				
5 Final deposit made for quarter. (Enter zero if the final deposit made for the quarter is included in item 4.)				
6 Total deposits for quarter (total of items 4 and 5)—enter here and in item 20, page 1				

Form 941
(Rev. April 1976)
Department of the Treasury
Internal Revenue Service

Employer's Quarterly Federal Tax Return

11

Schedule A—Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act—FOR SOCIAL SECURITY

List for each nonagricultural employee the WAGES taxable under the FICA which were paid during the quarter. If you pay an employee more than $15,300 in a calendar year, report only the first $15,300 of such wages. In the case of "Tip Income," see instructions on page 4. IF WAGES WERE NOT TAXABLE UNDER THE FICA, MAKE NO ENTRIES IN ITEMS 1 THROUGH 9 AND 14 THROUGH 18.

1. Total pages of this return including this page and any pages of Form 941a ▶	2. Total number of employees listed ▶	3. (First quarter only) Number of employees (except household) employed in the pay period including March 12th ▶

4. EMPLOYEE'S SOCIAL SECURITY NUMBER (000 00 0000)	5. NAME OF EMPLOYEE (Please type or print)	6. TAXABLE FICA WAGES Paid to Employee in Quarter (Before Deductions) Dollars	Cents	7. TAXABLE TIPS REPORTED (See page 4) Dollars	Cents

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.
Totals for this page—Wage total in column 6 and tip total in column 7 ⟶

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. $ _____
(Total of column 6 on this page and continuation sheets.) Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. $ _____
(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

YOUR COPY

Name _____ Date Quarter Ended _____

Address _____ Employer Identification No. _____

IMPORTANT.—Keep this copy and a copy of each related schedule or statement. Before filing the return, be sure to enter on this copy your name, address, and identification number, and the period for which the return is filed.

10. Total Wages And Tips Subject to Withholding Plus Other Compensation . . . . . ⟶		
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See instructions)		
12. Adjustment For Preceding Quarters Of Calendar Year		
13. Adjusted Total Of Income Tax Withheld . . . . . ⟶		

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.

Totals for this page—Wage total in column 6 and tip total in column 7 ⟶

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. $ _____

(Total of column 6 on this page and continuation sheets.) Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. $ _____

(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

YOUR COPY

Name ..... Date Quarter Ended .....

Address ..... Employer Identification No. .....

IMPORTANT.—Keep this copy and a copy of each related schedule or statement. Before filing the return, be sure to enter on this copy your name, address, and identification number, and the period for which the return is filed.

10. Total Wages And Tips Subject to Withholding Plus Other Compensation . . . . . ⟶		
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See instructions)		
12. Adjustment For Preceding Quarters Of Calendar Year		
13. Adjusted Total Of Income Tax Withheld . . . . . ⟶		
14. Taxable FICA Wages Paid (Item 8) . . $ ..... multiplied by 11.7% — TAX		
15. Taxable Tips Reported (Item 9) . . . $ ..... multiplied by 5.85% — TAX		
16. Total FICA Taxes (Item 14 plus Item 15) . . . . . ⟶		
17. Adjustment (See instructions)		
18. Adjusted Total Of FICA Taxes . . . . . ⟶		
19. Total Taxes (Item 13 plus Item 18)		
20. TOTAL DEPOSITS FOR QUARTER (INCLUDING FINAL DEPOSIT MADE FOR QUARTER) AND OVERPAYMENT FROM PREVIOUS QUARTER LISTED IN SCHEDULE B (See Instructions on page 4)		
Note: If undeposited taxes at the end of the quarter are $200 or more, the full amount must be deposited with an authorized commercial bank or a Federal Reserve bank in accordance with instructions on the reverse of the Federal tax deposit form. This deposit must be entered in Schedule B and included in item 20.		
21. Undeposited Taxes Due (Item 19 Less Item 20—This Should Be Less Than $200). Pay To Internal Revenue Service And Enter Here . . . . . ⟶		

22. If Item 20 is More Than Item 19, Enter Excess Here ► $ _____ And Check If You Want It ☐ Applied to Next Return, Or ☐ Refunded.

23. If not liable for returns in the future, write "FINAL" (See instructions) ► _____ Date final wages paid ►

See "Where to File" on Page 2.

Specific Instructions

or by writing the letter "H" at the right-hand side of column 7, opposite the name of each.

Note.—State and local government employers should deposit income tax withheld with preinscribed Federal Tax Deposit Form 501 and report the tax on Form 941E, but send social security payments and earnings reports to appropriate State officials.

Item 3. (First quarter only.) Number of employees.—Exclude household employees, persons receiving no compensation during the pay period, pensioners, and members of the Armed Forces. If you have only household employees in the pay period, enter zero (-0-). The number you enter will not necessarily be the same as the total number of employees listed in Schedule A.

Item 4. Employee's social security number.—Enter the social security number assigned to each employee as shown on the employee's social security card. If a new employee does not have a social security card, have the employee apply for one at any Social Security Administration office.

Item 5. Name of employee.—Type or print the name of each employee exactly as it appears on the employee's social security card.

If a new employee has a social security card but it shows a different name than the one you will use for your records, have the employee obtain a corrected card from any Social Security Administration office. Until the employee shows you a corrected card, report wages under the name shown on the employee's present card.

Item 6. Taxable FICA wages.—Enter the total wages (before deductions and excluding tips) taxable under the FICA that you paid to each employee during the quarter. After you report $15,300 for an employee in a calendar year, excluding tips, do not report any amount you later paid the employee in the same year. (You should continue to withhold income tax on tips reported to you, even though the wages and tips have reached $15,300.) Do not use tips in computing maximum wages subject to your share of social security tax.

Item 7. Taxable tips.—Cash tips, including tips paid over by you to the employee for charge customers, that total $20 or more in a month must be reported to you by the employee by the 10th day of the next month. Enter the total amount of tip income the employee reported during the quarter on the written reports or Forms 4070, regardless of whether the employee tax (5.85 percent of total) has been withheld. When the combined total of tips and wages reported for FICA purposes reaches $15,300, no additional tips should be reported for FICA purposes.

Magnetic Tape Reporting.—You may use magnetic tape to furnish information required by Forms W-2, W-2P, 1099R, Schedule A (Form 941), and Form 941. To do so:

(a) For filing Forms W-2, W-2P, and 1099P directly with the Internal Revenue Service, see Revenue Procedure 75-20, "Magnetic Tape Reporting for Information Returns," available from any Internal Revenue Service Center or district office;

(b) For filing Forms W-2 and Schedule A (Form 941) together or just Schedule A (Form 941) only, see Technical Information Bulletin 3 (TIB-3), "Magnetic Tape Reporting," available from any Internal Revenue Service Center, or from the Social Security Administration, Bureau of Data Processing, P.O. Box 2317, Baltimore, Maryland 21203;

(c) For Form 941 and for filing composite returns, see Revenue Procedure 75-12, available from any Internal Revenue Service Center or district office.

Item 10.—Enter the combined amounts of total wages paid, tips reported, and other compensation paid to your employees, whether or not subject to income tax withholding or FICA tax. Exclude annuities or supplemental unemployment compensation benefits, whether or not you withheld income tax on them.

Item 11.—Enter the amount of income tax withheld on wages, including tips reported, annuities, and supplemental unemployment compensation benefits.

Item 12.—Adjustment of income tax withheld.—Use item 12 to correct errors made in withholding income tax from wages paid in the preceding quarters of the same calendar year. (Consult the District Director before correcting a prior-year undercollection. If the tax was overcollected in a prior year, do not make an adjustment.) **Explain any amount in item 12 in an attached statement.**

This statement must set forth:

(a) An explanation of the error the entry is intended to correct;

(b) The return period or periods to which the error relates;

(c) The amount chargeable to each period;

(d) The tax-return period in which the error was determined; and

(e) How you and the employees have settled any overcollection or undercollection of income tax withheld.

Item 17.—Adjustment of taxes under FICA.—Use item 17 to correct amount of FICA tax as reported on a prior return, or credits for overpayments of penalty or interest paid with respect to tax for prior periods. If you report both an underpayment and an overpayment, enter only the difference. **Except as provided below with respect to fractions of cents, explain any amount in item 17 in an attached statement or on Form 941c.**

This statement must set forth:

(a) An explanation of the error the entry is intended to correct;

(b) The return period or periods to which the error relates;

(c) The amount chargeable to each period;

(d) The tax-return period in which the error was determined;

(e) That you repaid FICA tax overcollected, if the entry corrects an overcollection of tax; and

(f) If the entry corrects FICA tax overcollected in a prior year, that you have obtained from the employee a written statement that the employee has not claimed and will not claim a refund or credit of the amount overcollected.

If wages or tips were mistakenly reported or omitted on prior returns, submit on Form 941c or include in the statement:

(a) The name and social security number of each employee whose wages or tips were mistakenly reported or omitted;

(b) The amount of wages or tips mistakenly reported for each quarter for each employee (if none, so state); and

(c) The amount of wages or tips which should have been reported for each quarter for each employee (if none, so state).

Use a separate Form 941c for tips modifying the headings in columns 4 and 5, if necessary. Obtain Forms 941c from your local Internal Revenue office.

Adjustments of FICA tax on tips.—Include in item 17 the total uncollected employee FICA tax included in item 15 and the total adjustments where employee FICA tax is not applicable to amounts included in item 14. Attach a statement explaining each adjustment. For details, see Circular E.

Fractions of cents.—If there is a difference between the total employee tax included in item 16 and the total deducted from the remuneration of employees, due to fractions of cents added or dropped in collecting employee tax, report this difference in item 17 as a deduction or an addition, as appropriate. If such a difference is the only entry made, write "Fractions only" in the margin of the form.

Item 21.—Undeposited taxes due.—If you followed the deposit requirements, any balance on this line will be less than $200. The balance may either be paid with the return or deposited. **If deposited, be sure to enter the amount of the deposit in Schedule B.**

Item 22.—Overpayment.—If you deposited more than the correct amount for a quarter, you may elect to have the overpayment refunded or applied to your next return. Any amount applied should be entered in Schedule B on your next return.

Deposit Requirements

Generally, you must deposit the income tax withheld and both the employer and employee social security taxes with an authorized commercial bank or a Federal Reserve bank. Deposits must be made in accordance with the instructions on the reverse of Federal Tax Deposit Form 501 which must accompany each deposit.

The amount of taxes determines the frequency of the deposits. The following rules show how often you must make deposits.

(1) If at the end of a quarter the total amount of undeposited taxes is less than $200, you are not required to make a deposit. You may either pay the taxes directly to Internal Revenue along with your quarterly Form 941 or make a deposit.

(2) If at the end of a quarter the total amount of undeposited taxes is $200 or more, you must deposit the entire amount on or before the last day of the first month after the end of the quarter. If $2,000 or more, see rule 4 below.

(3) If at the end of any month (except the last month of a quarter) the cumulative amount of undeposited taxes for the quarter is $200 or more and less than $2,000, you must deposit the taxes within 15 days after the end of the month. (This does not apply if you made a deposit for a quarter-monthly period that occurred during the month under the $2,000 rule in 4 below.)

(4) If at the end of any quarter-monthly period the cumulative amount of undeposited taxes for the quarter is $2,000 or more, you must deposit the taxes within three banking days after the end of the quarter-monthly period. (A quarter-monthly period ends on the 7th, 15th, 22d, and last day of the month.) In determining banking days, exclude local banking holidays observed by authorized commercial banks, as well as Saturdays, Sundays, and legal holidays. The deposit requirements are considered met if: (a) you deposit at least 90 percent of the actual tax liability for the deposit period, and (b) if the quarter-monthly period occurs in a month other than the third month of a quarter, you deposit any underpayment with your first deposit that is required to be made after the 15th day of the following month. Any underpayment that is $200 or more for a quarter-monthly period that occurs during the third month of the quarter must be deposited on or before the last day of the next month.

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:	A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter			
First month of quarter — 1st through 7th day			
First month of quarter — 8th through 15th day			
First month of quarter — 16th through 22d day			
First month of quarter — 23d through last day			
1 First month total	1		

Item 5. Name of employee.—Type or print the name of each employee exactly as it appears on the employee's social security card.

If a new employee has a social security card but it shows a different name than the one you will use for your records, have the employee obtain a corrected card from any Social Security Administration office. Until the employee shows you a corrected card, report wages under the name shown on the employee's present card.

Item 6. Taxable FICA wages.—Enter the total wages (before deductions and excluding tips) taxable under the FICA that you paid to each employee during the quarter. After you report $15,300 for an employee in a calendar year, excluding tips, do not report any amount you later paid the employee in the same year. (You should continue to withhold income tax on tips reported to you, even though the wages and tips have reached $15,300.) Do not use tips in computing maximum wages subject to your share of social security tax.

Item 7. Taxable tips.—Cash tips, including tips paid over by you to the employee for charge customers, that total $20 or more in a month must be reported to you by the employee by the 10th day of the next month. Enter the total amount of tip income the employee reported during the quarter on the written reports or Forms 4070, regardless of whether the employee tax (5.85 percent of total) has been withheld. When the combined total of tips and wages reported for FICA purposes reaches $15,300, no additional tips should be reported for FICA purposes.

Magnetic Tape Reporting.—You may use magnetic tape to furnish information required not subject to income tax withholding or FICA tax. Exclude annuities or supplemental unemployment compensation benefits, whether or not you withheld income tax on them.

Item 11.—Enter the amount of income tax withheld on wages, including tips reported, annuities, and supplemental unemployment compensation benefits.

Item 12.—Adjustment of income tax withheld.—Use item 12 to correct errors made in withholding income tax from wages paid in the preceding quarters of the same calendar year. (Consult the District Director before correcting a prior-year undercollection. If the tax was overcollected in a prior year, do not make an adjustment.) **Explain any amount in item 12 in an attached statement.**

This statement must set forth:

(a) An explanation of the error the entry is intended to correct;
(b) The return period or periods to which the error relates;
(c) The amount chargeable to each period;
(d) The tax-return period in which the error was determined; and
(e) How you and the employees have settled any overcollection or undercollection of income tax withheld.

Item 17.—Adjustment of taxes under FICA.—Use item 17 to correct amount of FICA tax as reported on a prior return, or credits for overpayments of penalty or interest paid with respect to tax for prior periods. If you report both an underpayment and an overpayment, enter only the difference. **Except as provided below with respect to fractions of cents, explain any amount in item 17 in an attached statement or on Form 941c.**

ployee (if none, so state); and

(c) The amount of wages or tips which should have been reported for each quarter for each employee (if none, so state).

Use a separate Form 941c for tips modifying the headings in columns 4 and 5, if necessary. Obtain Forms 941c from your local Internal Revenue office.

Adjustments of FICA tax on tips.—Include in item 17 the total uncollected employee FICA tax included in item 15 and the total adjustments where employee FICA tax is not applicable to amounts included in item 14. Attach a statement explaining each adjustment. For details, see Circular E.

Fractions of cents.—If there is a difference between the total employee tax included in item 16 and the total deducted from the remuneration of employees, due to fractions of cents added or dropped in collecting employee tax, report this difference in item 17 as a deduction or an addition, as appropriate. If such a difference is the only entry made, write "Fractions only" in the margin of the form.

Item 21.—Undeposited taxes due.—If you followed the deposit requirements, any balance on this line will be less than $200. The balance may either be paid with the return or deposited. **If deposited, be sure to enter the amount of the deposit in Schedule B.**

Item 22.—Overpayment.—If you deposited more than the correct amount for a quarter, you may elect to have the overpayment refunded or applied to your next return. Any amount applied should be entered in Schedule B on your next return.

Deposit Requirements

Generally, you must deposit the income tax withheld and both the employer and employee social security taxes with an authorized commercial bank or a Federal Reserve bank. Deposits must be made in accordance with the instructions on the reverse of Federal Tax Deposit Form 501 which must accompany each deposit.

The amount of taxes determines the frequency of the deposits. The following rules show how often you must make deposits.

(1) If at the end of a quarter the total amount of undeposited taxes is less than $200, you are not required to make a deposit. You may either pay the taxes directly to Internal Revenue along with your quarterly Form 941 or make a deposit.

(2) If at the end of a quarter the total amount of undeposited taxes is $200 or more, you must deposit the entire amount on or before the last day of the first month after the end of the quarter. If $2,000 or more, see rule 4 below.

(3) If at the end of any month (except the last month of a quarter) the cumulative amount of undeposited taxes for the quarter is $200 or more and less than $2,000, you must deposit the taxes within 15 days after the end of the month. (This does not apply if you made a deposit for a quarter-monthly period that occurred during the month under the $2,000 rule in 4 below.)

(4) If at the end of any quarter-monthly period the cumulative amount of undeposited taxes for the quarter is $2,000 or more, you must deposit the taxes within three banking days after the end of the quarter-monthly period. (A quarter-monthly period ends on the 7th, 15th, 22d, and last day of the month.) In determining banking days, exclude local banking holidays observed by authorized commercial banks, as well as Saturdays, Sundays, and legal holidays. The deposit requirements are considered met if: (a) you deposit at least 90 percent of the actual tax liability for the deposit period, and (b) if the quarter-monthly period occurs in a month other than the third month of a quarter, you deposit any underpayment with your first deposit that is required to be made after the 15th day of the following month. Any underpayment that is $200 or more for a quarter-monthly period that occurs during the third month of the quarter must be deposited on or before the last day of the next month.

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:		A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter				
First month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
1 First month total	1			
Second month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
2 Second month total	2			
Third month of quarter	1st through 7th day			
	8th through 15th day			
	16th through 22d day			
	23d through last day			
3 Third month total	3			
4 Total for quarter (total of items 1, 2, and 3)				
5 Final deposit made for quarter. (Enter zero if the final deposit made for the quarter is included in item 4.)				
6 Total deposits for quarter (total of items 4 and 5)—enter here and in item 20, page 1				

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PREPARATION OF EMPLOYER'S QUARTERLY FEDERAL TAX RETURN

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 36 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TEACHER INSTRUCTIONS

In this packet the student will prepare the quarterly federal employer's tax return (Form 941).

To prepare the packet for each student, it will be necessary to secure a Form 941. These are available from the Internal Revenue Service. Look in your telephone directory for the nearest location. One form has been included in the student materials.

A teacher's Key is included for the completed tax return.

Form 941
(Rev. April 1976)
Department of the Treasury
Internal Revenue Service

Employer's Quarterly Federal Tax Return

VII L–7

TEACHER'S KEY

SSA Use Only

F ☐ O ☐ U ☐ E ☐
S ☐ I ☐ L ☐ T ☐
X ☐ O ☐ V ☐ A ☐

Schedule A—Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act—FOR SOCIAL SECURITY

List for each nonagricultural employee the WAGES taxable under the FICA which were paid during the quarter. If you pay an employee more than $15,300 in a calendar year, report only the first $15,300 of such wages. In the case of "Tip Income," see instructions on page 4. IF WAGES WERE NOT TAXABLE UNDER THE FICA, MAKE NO ENTRIES IN ITEMS 1 THROUGH 9 AND 14 THROUGH 18.

1. Total pages of this return including this page and any pages of Form 941a ▶	2. Total number of employees listed ▶	3. (First quarter only) Number of employees (except household) employed in the pay period including March 12th ▶
1	12	12

4. EMPLOYEE'S SOCIAL SECURITY NUMBER (000 00 0000)	5. NAME OF EMPLOYEE (Please type or print)	6. TAXABLE FICA WAGES Paid to Employee in Quarter (Before Deductions) Dollars	Cents	7. TAXABLE TIPS REPORTED (See page 4) Dollars	Cents
624-86-1305	Allison, Keith J.	1,382	64		
381-73-7092	Bagwell, Marvin C.	2,084	55		
965-22-3684	Byers, Daniel W.	3,872	66		
892-54-3281	Davis, Roy J.	4,500	00		
284-63-6943	Ellis, Max W.	3,684	21		
371-82-8930	Hopper, Guy S.	2,986	45		
842-91-6586	Motts, John D.	2,761	56		
656-74-2459	Osment, Marie A.	2,998	46		
286-36-2963	Parker, Henry T.	4,000	00		
134-28-4822	Scates, Leonard C.	3,865	26		
329-33-9178	Turner, Marshall A.	4,892	45		
817-49-2680	Watkins, Linda P.	2,896	55		

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.
Totals for this page—Wage total in column 6 and tip total in column 7 → 39,924.79

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. $ 39,924.79
(Total of column 6 on this page and continuation sheets.) Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. $
(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

Employer's name, address, employer identification number, and calendar quarter. (If not correct, please change)

Name (as distinguished from trade name): William Jackson Ritter
Trade name, if any: Gaffney Dyers, Incorporated
Address and ZIP code: Limestone Boulevard; Gaffney, SC 29340
Date quarter ended: March 31, 19--
Employer Identification No.: 57-0536837

Entries must be made both above and below this line; if address different from previous return, check here ☐

Name (as distinguished from trade name): William Jackson Ritter
Trade name, if any: Gaffney Dyers, Incorporated
Address and ZIP code: Limestone Boulevard; Gaffney, SC 29340
Date quarter ended: March 31, 19--
Employer Identification No.: 57-0536837

T | FP
FF | I
FD | TOT

10. Total Wages And Tips Subject to Withholding Plus Other Compensation →	39,924	79
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See instructions)	4,741	10
12. Adjustment For Preceding Quarters Of Calendar Year		
13. Adjusted Total Of Income Tax Withheld →	4,741	10
14. Taxable FICA Wages Paid (Item 8) $ 39,924.79 multiplied by 11.7% = TAX	4,671	20
15. Taxable Tips Reported (Item 9) $ multiplied by 5.85% = TAX		
16. Total FICA Taxes (Item 14 plus Item 15) →	4,671	20
17. Adjustment (See instructions)		
18. Adjusted Total Of FICA Taxes →	4,671	20
19. Total Taxes (Item 13 plus Item 18)	9,412	30
20. TOTAL DEPOSITS FOR QUARTER (INCLUDING FINAL DEPOSIT MADE FOR QUARTER) AND OVERPAYMENT FROM PREVIOUS QUARTER LISTED IN SCHEDULE B (See instructions on page 4)	9,412	30

Note: If undeposited taxes at the end of the quarter are $200 or more, the full amount must be deposited with an authorized commercial bank or a Federal Reserve bank in accordance with instructions on the reverse of the Federal tax deposit form. This deposit must be entered in Schedule B and included in item 20.

21. Undeposited Taxes Due (Item 19 Less Item 20—This Should Be Less Than $200). Pay To Internal Revenue Service And Enter Here →

22. If Item 20 is More Than Item 19, Enter Excess Here ▶ $ And Check If You Want It ☐ Applied to Next Return, Or ☐ Refunded.

23. If not liable for returns in the future, write "FINAL" (See instructions) ▶ Date final wages paid ▶

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.

Date April 30, 19-- Signature 17 Title (Owner, etc.) President

Form 941 (4-76)

SCHEDULE B—RECORD OF FEDERAL TAX DEPOSITS

Deposit period ending:		A. Tax liability for period	B. Amount deposited	C. Date of deposit
Overpayment from previous quarter				
First month of quarter	1st through 7th day	724.02		
	8th through 15th day	724.02		
	16th through 22d day	724.03	2,172.07	Jan. 25, 19--
	23d through last day	1,448.05		
1 First month total	1	3,620.12	2,172.07	
Second month of quarter	1st through 7th day	724.02		
	8th through 15th day	724.03	2,172.07	Feb. 10, 19--
	16th through 22d day	724.02		
	23d through last day			
2 Second month total	2	2,172.07	2,172.07	
Third month of quarter	1st through 7th day	724.02	2,172.07	Mar. 4, 19--
	8th through 15th day	1,448.05		
	16th through 22d day	724.02		
	23d through last day	724.02	2,172.07	Mar. 25, 19--
3 Third month total	3	3,620.11	4,344.14	
4 Total for quarter (total of items 1, 2, and 3)		9,412.30	8,688.28	
5 Final deposit made for quarter. (Enter zero if the final deposit made for the quarter is included in item 4.)			724.02	April 18, 19--
6 Total deposits for quarter (total of items 4 and 5)—enter here and in item 20, page 1			9,412.30	

☆ U.S. GOVERNMENT PRINTING OFFICE : 1976 —O-598-570